

## **Tasking Memorandum No. 171**

### **Memorandum For Cdrs DCMDs**

**Subject:** "Top Level Process Drivers for Negotiation Cycle Time and Overage Undefinitized Contractual Actions" (TASKING)

**Date:**

**Suspense Date:** August 28, 1998

**Target Audience:** District Commanders and District Process Champions

#### **Requirement:**

- Each District must conduct a review to validate/revalidate top-level process drivers for Negotiation Cycle Time and Overage Undefinitized Contractual Actions (UCAs). Review results must be provided to Ms. Faye Turner, DCMC-OD, not later than August 28, 1998. Reviews will be conducted in accordance with the general guidance below.

Review sites are:

#### East District

DCMC Grumman Bethpage  
DCMC Indianapolis  
DCMC Lockheed Martin Sanders  
DCMC Philadelphia  
DCMC Pratt & Whitney West Palm Beach

#### West District

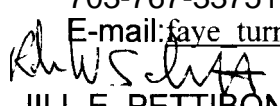
DCMC Denver  
DCMC Twin Cities  
DCMC Santa Ana  
DCMC Hughes LA  
DCMC San Francisco

Checklist forms (one for Cycle Time and one for Overage UCAs) are attached for use in conducting the reviews. At least 15 closed orders at each site will be reviewed to determine the top-level process drivers for negotiation cycle time (the number of days from receipt of the contractor's proposal to the date the order is placed). At least 15 current orders (at each site) will be reviewed to determine the top-level process drivers for Overage UCAs.

- This tasking is being done to determine the top-level process drivers for Negotiation Cycle Time and Overage UCAs.
- The results of this review will be used to target areas for improvement.

#### **Point of Contact for Further Information:**

- Faye Turner  
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DCMC-OD  
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JILL E. PETTIBONE  
Executive Director  
Contract Management Operations

Attachments

# CYCLE TIME CHECKLIST

CAO : \_\_\_\_\_

<b>CONTRACT/BOA</b>	<b>MOD/ ORDER</b>	<b>DATE PROPOSAL REC'D</b>	<b>DATE ISSUED</b>	<b>AMOUNT</b>
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- ☐ FULLY PRICED  
☐ DEFINITIZATION

**TYPE:**

- ☐ PROVISIONED ITEMS ORDER  
☐ OVERHAUL/REPAIR  
☐ SPARES  
☐ CHANGE ORDER  
☐ LETTER CONTRACT  
☐ OTHER: \_\_\_\_\_

**REASON(S):**

- ☐ TECHNICAL ASSISTANCE  
☐ DCAA AUDIT  
☐ PROPOSAL ADEQUACY  
☐ AMBIGUOUS SOW  
☐ FUNDING AVAILABILITY  
☐ WORKFORCE SKILLS &/OR ASSIGNMENTS  
☐ NO FPRA (BUT THERE IS A FPRR)  
☐ NO FPRR  
☐ A PARTICULAR RATE OR FACTOR  
☐ OTHER: \_\_\_\_\_  
☐ OTHER: \_\_\_\_\_

Instructions: Since several different factors may combine to lengthen cycle time, assign a "5" to the PRIMARY factor. If there were other factors at work, assign values of 1-4 based on their relative contribution/impact. (If only one reason, it gets a "5").

**COMMENT:** \_\_\_\_\_

## OVERAGE UCA CHECKLIST

CAO : \_\_\_\_\_

<b>CONTRACT/BOA</b>	<b>MOD/ ORDER</b>	<b>DATE PROPOSAL REC'D</b>	<b>DATE ISSUED</b>	<b>AMOUNT</b>
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### TYPE:

- ☐ **PROVISIONED ITEMS ORDER**
- ☐ **OVERHAUL/REPAIR**
- ☐ **SPARES**
- ☐ **CHANGE ORDER**
- ☐ **LETTER CONTRACT**
- ☐ **OTHER:** \_\_\_\_\_

### REASON(S):

- ☐ **LATE PROPOSAL**
- ☐ **INADEQUATE PROPOSAL**
- ☐ **AWAITING REPAIRABLES**
- ☐ **INSUFFICIENT FUNDING**
- ☐ **AMBIGUOUS STATEMENT OF WORK**
- ☐ **NO FPRA (BUT THERE IS A FPRR)**
- ☐ **NO FPRR**
- ☐ **A PARTICULAR RATE OR FACTOR**
- ☐ **DESIGN CHANGES BEING PROCESSED**
- ☐ **WORKFORCE SKILLS &/OR ASSIGNMENTS**
- ☐ **UCA OVERAGE WHEN RECEIVED**
- ☐ **OTHER:** \_\_\_\_\_
- ☐ **OTHER:** \_\_\_\_\_

Instructions: Since several different factors may combine to MAKE A uca OVERAGE, assign a "5" to the PRIMARY factor. If there were other factors at work, assign values of 1-4 based on their relative contribution/impact. (If only one reason, it gets a "5").

### COMMENT:

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